

Local Agency Name _____
Reporting Month/Year _____

Check here if this is a correction to an original submission _____ Supplemental # _____

Accounting Basis: Cash _____ Accrual _____

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Salaries and Wages						Operating Costs			
Classification	Name/ Description	Paid Salary	Total Hours Worked	CSFP Hours	Time Period	Nutrition Education	Client Services	General Admin.	Total
Comments:				Total Page #1					
				Total Page #2					
				Total Page #3					
				GRAND TOTAL					

Signature _____ Date _____

Title _____

STATE USE ONLY
VOUCHER # _____ \$ _____

CSFP AFFIDAVIT OF EXPENDITURES

Local Agency Name _____

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[illegible]

Note: Transfer the totals to page one.

Affidavit Instructions: All claims should be appropriately allocated into the functional cost categories of nutrition education, warehousing, or general administration. Information required to complete the affidavit is described below:

Reporting Month: The month and year of claimed expenses.

Type of Submission: When the affidavit is a supplement to a previous reporting period, the supplement number must be specified. When the final report is indicated, the contract period will be considered closed and the balance of the contract cancelled.

Accounting Basis: Indicate accounting system used.

Signature: Signature of person responsible for reviewing affidavits for correctness.

Salaries and Wages: Each position listed must indicate position title, individual's name, paid gross salary, total hours worked, CSFP hours, and the time period reflected (4 weeks, 5 weeks, etc.). Fringe benefits must be itemized by the total benefit (not by individuals). The allocation of salaries into the four cost categories should be determined by time studies. The State Agency strongly recommends that Local Agencies do ongoing time reporting of CSFP activities. If ongoing time reporting records are not maintained, time studies should be performed annually for at least six months to cover a long enough period so that distorted time does not result. Each Local Agency shall retain time study records so that auditors can document the allocation of salaries charged to these categories.

Operating Costs: Operating costs must be itemized to include the classification (as indicated by the agency's budget) and the invoice number. The cost for the items should be listed under the appropriate category. Supporting documentation for operating costs (invoices) must be included with the affidavit.

Indirect Costs: Show computations of indirect costs based on the agency's approved indirect cost rate.

Grand Total: This figure indicates the amount of reimbursement requested for the expenses shown on the affidavit. Any recorded expenses not reimbursed for the month may be paid at a later date.